



MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ALCOHOL AND TOBACCO CONTROL
CHECKLIST OF REQUIREMENTS FOR RETAIL LIQUOR LICENSE

LICENSE TYPE	LICENSE FEE	EFFECTIVE DATE
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The Application for Retail Liquor License is required to be typed or printed legibly using black ink. Read the application carefully, and provide full, complete and accurate answers. If you have questions, please do not hesitate to contact your local District Office listed on page 2. If applying as a partnership, **ALL** partners must sign the application. If applying as a corporation or limited liability company (LLC), **only** the managing officer can sign. The submission of a **NOTARIZED ORIGINAL** application is required.

SECTION ONE

Applicant applying as a sole owner, partnership, corporation or LLC is required to submit the following documents in the order they are listed with the Application for Retail Liquor License:

- ☐ 1. Bank Draft, Money Order, Certified Check or Cashier's check payable to the **MISSOURI DIRECTOR OF REVENUE** in the correct amount of the license fee. A business check or cash will not be accepted.
- ☐ 2. Criminal record check **dated within six months preceding the date of the application** must be submitted for each individual owner, or partner if a partnership. All members of a LLC must submit a criminal record check. If applicant is a corporation, the following individuals must submit a criminal record check: the managing officer, each officer and director; and all shareholder(s) that own ten percent or more of the stock of the business. The record check must be issued by the Missouri Criminal Records Division, P.O. Box 9500, Jefferson City, MO 65102, 573-526-6153. Form is available at www.msdp.dps.missouri.gov
- ☐ 3. Copy of Missouri Retail Sales Tax license in the name of the person, persons, or entity applying for the liquor license, **WITH THE CORRECT ADDRESS OF THE BUSINESS**. (Information is available at www.dor.mo.gov.)
- ☐ 4. Statement of No Sales Tax Due from the Missouri Department of Revenue **DATED WITHIN THE PRECEDING 90 DAYS**. (Information is available at www.dor.mo.gov.)
- ☐ 5. Copy of the sole owner's, **ALL** partners, or managing officer's personal property or real estate tax receipt for the preceding year.
- ☐ 6. Copy of the sole owner's, **ALL** partners, or managing officer's voter's registration card.
- ☐ 7. Recent photograph of the sole owner, **ALL** partners, or managing officer's without a hat (affixed to Application on page 2 or 3 as applicable).
- ☐ 8. Recent photograph of the front of the premise to be licensed (affixed to Application on page 5).
- ☐ 9. Copy of city letter of approval (if located in an incorporated area) or city license.
- ☐ 10. Copy of lease, rental agreement or contract of sale, or copy of warranty deed for premises to be licensed. (Must be in the name of person, persons or entity applying for the license.)
- ☐ 11. Letter from the I.R.S. exempting the organization from payment of federal income taxes. (Required only if applying for a ***Retail Liquor by the Drink - Exempt License***)

REMINDER: Licensee must obtain Health Inspection from Missouri Department of Health before opening.

SECTION TWO

In addition to requirements listed in section one, all applicants applying as a corporation or LLC are required to submit the following document:

- ☐ 12. Copy of Certificate of Good Standing from the Missouri Secretary of State dated within the preceding 90 days (Information is available at www.sos.mo.gov.)
- ☐ 13. Completed Managing Officer Appointment Form

SECTION THREE

In addition to requirements listed in sections one and two, if applying for an Original Package Liquor License, the following document is required to be submitted:

- ☐ 14. Itemized inventory of stock, **EXCLUDING FIXTURES AND ALCOHOLIC BEVERAGES.**

SECTION FOUR

In addition to requirements listed in sections one and two, if applying for a Retail Liquor by the Drink - Resort license type, the following document is required to be submitted:

- ☐ 15. Schedule of gross receipts/food and alcohol sales, **SIGNED BY PROPER PERSON(S).**

If there is a change of ownership at a location where a liquor license is held, all valid Missouri liquor licenses that are in effect at the premises must be submitted with this application. In order for liquor sales to continue at the business while this application is being processed, the current licensee must acknowledge that the current license remains in ownership control of the business by completing a ***Notice of Intent to Sell or Change Ownership form.***

PLEASE RETURN ALL ITEMS AND APPLICATION TO:

☐ **District I - Kansas City**

Division of Alcohol & Tobacco Control
State Office Building, Room 506
615 E. 13th Street
Kansas City, MO 64106
(816) 889-2574
(816) 889-2009

☐ **District II - Jefferson City**

Division of Alcohol & Tobacco Control
1738 E. Elm, Lower Level
Jefferson City, MO 65101
(573) 751-2333

☐ **District III - St. Louis**

Division of Alcohol & Tobacco Control
3256 Laclede Station Road, Suite 102
St. Louis, MO 63143-3709
(314) 877-0324
(314) 877-0458

☐ **District IV - Cape Girardeau**

Division of Alcohol & Tobacco Control
3102 Blattner Drive, Suite 102
Cape Girardeau, MO 63703
(573) 290-5299



☐ **District V- Springfield**

Division of Alcohol & Tobacco Control
State Office Building, Room 313
149 Park Central Square
Springfield, MO 65806-1368
(417) 895-6565

Additional Notes: